



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

3/6/14

Debra Carroll-Jones
11201 Plank Rd
Burlington IA 52601

Dear Debra,

This letter is in regards to the 3/5/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Debra needs to place all items that state "Keep Out of Reach of Children" on the label in child inaccessible areas or child locked areas. Suggestions for older children who need those items to remain out could be that a picture of the item is placed over the cabinet that the item is secured in to remind both the child that they need to use the item and to the provider to allow them access to this area.

☐ 110.5(1)d Medicines are given only with written authorization from the doctor or parent.

Debra needs to obtain written consent on medication consent log for all medications stored and administered by her in her child development home.

☐ 110.5(1)i An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2.

Debra needs to obtain documentation of annual testing.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Debra needs to write specific address on plans posted for flood/evacuation area.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Debra needs to practice monthly with daycare children and document.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Debra needs to place a detector at the top of her basement stairs.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Debra needs to test detectors monthly and document.

- ☐ 110.5(1)q Aquariums are well maintained and installed so that children cannot get in the water or pull over the tank.

Debra needs to change location of fish tank in back room.

- ☐ 110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage.

Debra needs to obtain documentation of current inspection.

- ☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Debra needs to show documentation of her procedures on how she would care for a daycare child that becomes sick in her care prior to that child's parents coming to pick them up from her home.

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Debra will provide documentation of a current physical for Ryne.

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for T.J.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for T.J.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for T.J.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need signature and date field added to all children's enrollment forms.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for I.S. Need update for T.J.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 4/21/14.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **4/21/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).